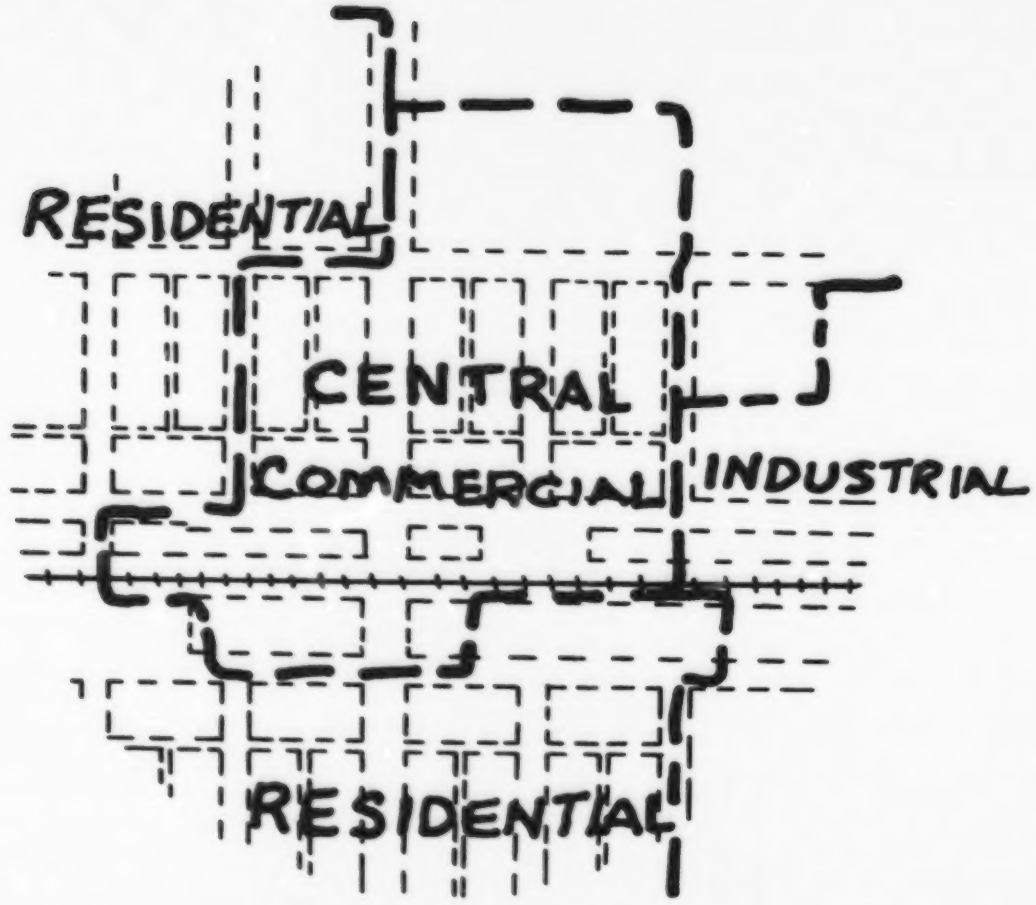

Manitoba
Municipal Affairs

DEPARTMENT OF MUNICIPAL AFFAIRS

MUNICIPAL ADMINISTRATION - POLICY & PROCEDURE MANUAL

DEPARTMENT	MUNICIPAL AFFAIRS	*Classification* Directive
BRANCH	Municipal Planning	*Code* P & D - 307 - (D)
SUBJECT	Adoption or Amendment of Development Plan/B.P.S.	*Revises* P & D - 302 - (P)
AUTHORITY	Planning Act - Sections 24 to 37	*Pages* 21
APPROVED	John Whiting *Branch Director*	*Issue Date* Feb. 29, 1988
CONTACT	John Whiting	

BACKGROUND/INTENT

Sections 24 to 37 of The Planning Act provide the authority for the adoption or amendment of a Basic Planning Statement or Development Plan. The following procedures are intended to provide assistance in the adoption or amendment process and to supply additional information which may ease this process. It should be remembered that this procedure is intended to explain but not replace The Planning Act requirements.

OPERATING DIRECTION/PROCEDURE

This directive has four parts:

1. a flow chart providing an overview of the adoption/amendment process;

2. a checklist of steps to follow in the adoption/amendment process, including references to the appropriate sections of The Planning Act;

3. a more detailed description of the requirements of each step in the adoption/amendment process; and

4. sample notices/affidavits.

All references to legislation are to The Planning Act. In many instances throughout the procedure the adoption or amendment of a Development Plan or Basic Planning Statement is simply referred to as "the by-law".

THE ADOPTION AND AMENDMENT PROCEDURE

FOR DEVELOPMENT PLANS AND BASIC PLANNING STATEMENTS

(Sections 24-37 of the Planning Act)

CHECKLIST FOR THE ADOPTION AND AMENDMENT OF DEVELOPMENT PLANS AND BASIC PLANNING STATEMENTS

STEP	DESCRIPTION	PLANNING ACT REFERENCE	EXAMPLE
	PREPARATION STAGE		
1.☐	Decision to prepare or amend a Development Plan or Basic Planning Statement:		
	a) Advise the Minister	Sec. 24(4), 35	
	b) B.P.S. Format Approval	Sec. 36(2)	
2.☐	Consultation and Background Information:	Sec. 25(2) & (3)	
	a) consult with a qualified planner		
	b) consult with any public authority concerned		
	c) consult with the public		
	d) consult with member municipalities if in a planning district		
	e) prepare land use studies		
3.☐	Prepare Development Plan or Basic Planning Statement (It is advisable to have the Provincial Planning Branch circulate the plan informally prior to first reading)		
	ADOPTION AND AMENDMENT PROCESS		
4.☐	First Reading		
5.☐	Notice:		
	a) Newspaper (two ads-the first at least 21 days before the meeting)	Sec. 28(1),(2) & (3) & 37(3)	Pages 10 11,12&13
	b) Mail notice to:		
	i) Minister		
	ii) adjacent municipalities		
	iii) adjacent planning districts		
	iv) municipalities within the planning district		
	v) City of Winnipeg if applicable		
6.☐	Public Meeting	Sec. 28(4),(5),(6)&37(3)	
7.☐	Board or Council Action:	Sec. 28(7) & 37(3)	
	a) proceed to second reading		
	b) alter the plan and redo public meeting (go to 5)		
	c) alter the plan and proceed to second reading if the alteration is minor		
	d) do not proceed		
8.☐	Second reading:		
	a) Send notice to those who made representations	Sec. 30(2) & 37(4)	Pages14&15
	b) Send by-law and documentation to Minister (see sample affidavits)	Sec. 30(1) & 37(4)	Pages18,19 20 & 21
9.☐	Minister's Approval:		
	a) Minister approves by-law and returns for third reading, or	Sec. 30(5) & 37(4)	
	b) Minister requires an amendment and/or receives objections and refers to Municipal Board	Sec. 30(6) & 37(4)	
10.☐	Municipal Board Hearing (if necessary)	Sec. 30(7) to (11)	
11.☐	Third Reading	Sec. 30(12),30(5)&37(4)	
12.☐	Final Approval:		
	a) L.G.C. Approval for Development Plans, or	Sec. 30(13) to (16)	
	b) Minister's Approval for B.P.S.	Sec. 37(5) & (6)	
13.☐	Publication of Notice	Sec. 31 & 37(8)	Pages16&17
14.☐	Five Year Review	Sec. 26	

PREPARATION STAGE

1. DECISION TO PREPARE OR AMEND A DEVELOPMENT PLAN OR BASIC PLANNING STATEMENT

The adoption or amendment of a Development Plan or a Basic Planning Statement (B.P.S.) may be initiated by a Municipal Council, a Planning District Board, a property owner or the Minister of Municipal Affairs (Sections 24(1), (2), (4) and 35). Once a decision is made by the Council or the Board, as the case may be, to proceed, the Council or the Board shall:

a) advise the Minister a Development Plan is being adopted or amended (Section 24(4)); or

b) obtain approval of the format from the Minister if a B.P.S. is being adopted (Section 36(2)).

2. CONSULTATION AND BACKGROUND INFORMATION

The Planning Act requires that the Board or the Council go through a stage of consultation and background study to identify planning needs and prepare an effective plan (Section 25(2) and (3)). The Council or the Board must:

a) seek the advice and assistance of a qualified planner or consultant;

b) consult with any public authority concerned, meaning a minister of the Crown or any Council, District Planning Board, school board, hospital board or other public body with power to use or develop land for public or community purposes;

c) hold public meetings and publish information; and

d) prepare studies and surveys of the present or future, physical, social and economic factors relevant to the preparation of the plan.

A planning district board must also consult its member municipalities before giving first reading to a Development Plan or a B.P.S. or any amendments (Section 27(2) and 37(2)).

3. PREPARE DEVELOPMENT PLAN OR BASIC PLANNING STATEMENT

On the basis of the studies and surveys collected and consultation with the public, concerned public authorities, and a planner, a Development Plan or B.P.S. or an amendment will be prepared for first reading. A Development Plan shall contain those items listed in Section 25(4) of the Act. A B.P.S. shall contain the items listed in Section 36(3) and be prepared according to the format approved by the minister.

It is appropriate at this point (prior to first reading) to consult with the Provincial Planning Branch and have the draft plan circulated informally to various government agencies. This may help to identify and resolve problems before the formal adoption process begins. Copies of the draft plan should be sent to the Director of the Provincial Planning Branch.

ADOPTION AND AMENDMENT PROCESS

4. FIRST READING

The District Board or the Council shall indicate its intention to proceed with the Development Plan or B.P.S. by giving the by-law first reading.

If, during the course of adopting the by-law, the Board or the Council decides not to proceed, they must pass a resolution to that affect and should advise those who had previously been notified of the proposed plan or amendment of their decision.

5. NOTICE

The Act requires that, prior to the adoption or amendment of a Development Plan or B.P.S. the Board or the Council shall provide notice of their intention and hold a public meeting (Section 28(1), (2), and (3) and Section 37(3)). Sample notices are provided on Pages 10 to 13. This notice must:

a) give the time, date and location of the meeting;
b) state that representations will be heard at that time from any persons regarding the proposed by-law;
c) clearly outline the general intent of the by-law;
d) state that the by-law may be inspected at a given location during stated times and that copies may be taken from the by-law; and
e) where an amendment includes a change in the designation of a particular area, the notice should also contain a map which clearly identifies the location and the boundaries of the area being changed and indicates the present and the proposed designation.

The Board or Council must make a copy of the plan available for inspection including any maps or sketches which are part of the plan. Any person may inspect the plan and the Board or Council may charge a reasonable fee for making copies or taking extracts from the plan. The notice shall be given as follows (Section 28(3) & 37(3)):

i) publish the notice in a local paper for two successive weeks, the first notice appearing at least 21 days before the public meeting date (this includes weekends but the meeting date can not be counted);
ii) send a copy of the notice to the Minister, adjacent municipalities, adjacent Planning Districts and municipalities within the Planning District;
iii) send a copy to the City of Winnipeg where the by-law affects a municipality or Planning District abutting an additional zone municipality; and
iv) provide any other notice that the Board or Council deems advisable.

These are the minimum notice requirements. The Board or Council should, however, take whatever additional steps, such as information meetings, brochures or extra notices, which they feel will help the public to understand the plan and will give them adequate opportunity to participate in the planning process.

6. PUBLIC MEETING

The Board or Council shall hold a public meeting at the date, time and place advertised (Section 28(4) & 37(4)). All representations may be received in one day or, if the Board or Council thinks it advisable, they may adjourn and fix a date to continue the meeting.

At the meeting the Board may receive oral or written representations. All those wishing to make representations must be heard and the name and address of all presenters should be recorded. The chairman should endeavour to give everyone a fair hearing but it should also be remembered that the purpose of the meeting is to receive comments on the plan and answer questions.

7. BOARD OR COUNCIL ACTION

As a result of the presentations made at the public meeting and all other relevant information considered, the Board or Council must decide what action to take on the by-law (Section 28(7) & 37(4)). They may:

a) give second reading to the by-law; or

b) amend the by-law and repeat the notice and public meeting process (return to step 5); or

c) amend the by-law and give second reading if, in the opinion of the Board or Council, the amendments are minor and don't change the intent of the by-law; or

d) resolves not to proceed with the Development Plan/B.P.S. or amendment. Those who had previously been notified should also be advised of this decision not to proceed.

8. SECOND READING

If the Board or Council decides to give the by-law second reading they must then:

a) send a registered letter to anyone who made a presentation at the public meeting notifying them of second reading and advising them that they may file an appeal with the Minister on or before the date specified in the notice (Section 30(2), (3) & 37(4). The date specified in the notice must be a least 14 days after the date on which the notice is mailed (See Pages 14 and 15 for a sample notice); and

b) notify the Minister (Section 30(1)) of second reading and send the Minister:

   i) 5 certified copies of the by-law;
   ii) a statutory declaration that all the notice requirements of subsection (1), (2) and (3) and subsection 30(2) and (3) have been met (see sample Affidavit Form No.'s SD/1, SD/2 & SD/3): and
   iii) a copy of any written objections.

9. MINISTER'S APPROVAL

At this point the plan will be formally circulated to various government departments and agencies to identify any concerns. It should be remembered that, upon adoption, the plan will replace the Provincial Land Use Policies as the main land use planning document. Other government departments and agencies will want to know that their interests are reflected in the plan. This is why it is advantageous to informally circulate the plan prior to first reading and try to identify and resolve any concerns. After this formal circulation the Minister may:

a) advise the Board or Council to proceed with third reading without changes or with such minor changes as are considered necessary and return 5 certified copies to the Minister (Section 30(5) & 37(4)); or

b) refer the plan to the Municipal Board for a hearing where the Minister requires amendments of a substantial nature or where the Minister receives objections (Section 30(6) & 37(4)).

10. MUNICIPAL BOARD HEARING

If the Minister requires a major alteration or if the Minister feels that an objection should be further considered, a Municipal Board Hearing will be held. In this case the Municipal Board will advertise and hold a hearing according to Section 30(7), (8), (9) and 37(4). The Board or Council may make a presentation at that hearing. On the basis of that hearing the Municipal Board will make a report and recommendation to the Minister who will return the by-law to the Board or Council.

11. THIRD READING

Upon receipt of the by-law from the Minister the Board or Council shall (Section 30(12) & 37(4)):

a) make any amendments required by the Minister;

b) give 3rd reading to the by-law; and

c) return 5 certified copies of the by-law to the Minister.

12. FINAL APPROVAL

The Plan will be approved as follows:

a) Development Plan - the Minister will submit the by-law to the Lieutenant Governor in Council for approval. The Lieutenant Governor in Council's aproval is final and cannot be appealed (Section 30(13) and (14)). The plan shall come into force on the date the Order in Council was made or as specified in the Order in Council (Section 30(15)).

b) Basic Planning Statement - the Minister may, by order, approve the B.P.S. and that decision is final (Section 37(5) and (6)). The B.P.S. shall come into force on the date which the Minister's order is made or as specified in the Minister's order (Section 37(7)).

13. PUBLICATION OF NOTICE

Upon approval of the plan by Order in Council or by Ministerial Order, as the case may be, the Board or Council shall publish a notice stating that the plan has been approved and the place where it may be inspected (Section 31 and 37(8)) (A sample notice is attached on Pages 16 and 17).

14. FIVE YEAR REVIEW

Section 26 provides that every development plan must be reviewed:

a) when the Minister considers it necessary; or

b) when the Board or Council considers it necessary; or

c) every 5 years.

1

UNDER THE PLANNING ACT

NOTICE OF PUBLIC MEETING

Regarding 1A

The 2 of 3 under the authority of The Planning Act will hold a PUBLIC MEETING at 4 on 5 at 6 p.m. at which time and place the 7 will receive representations from any persons who wish to make them in respect of 8.

A copy of the above 9 and supporting material may be inspected between _____ a.m. and _____ p.m. at 10.

Copies may be made and extracts taken therefrom.

The general intent of the above 11 is to:

12

13

NOTICE OF PUBLIC MEETING - DEVELOPMENT PLAN

BASIC PLANNING STATEMENT

(1) Name of Planning District or Council of a municipality.

(1A) "Development Plan" or "Basic Planning Statement".

(2) "Board" or "Council".

(3) Name of Planning District or municipality, etc.

(4) Address of place of meeting.

(5) Date of meeting (including year).

(6) Time of meeting.

(7) Indicate whether Board or Council.

*(8) "By-law No. 250, being a Development Plan of the Town of Ajax and known as The Ajax Development Plan", or "By-law No. 350, being a Basic Planning Statement of the Town of Ajax and known as The Ajax Basic Planning Statement", or "By-law No. 450, being an amendment to The Ajax Development Plan", or "By-law No. 550, being an amendment to The Ajax Basic Planning Statement".

*(9) "Development Plan", "Basic Planning Statement", or "amendment".

(10) Place where inspection may be made.

*(11) "Development Plan", "Basic Planning Statement", or "amendment".

*(12) The purposes of a development plan are listed in section 25(1) of The Planning Act. For the intent of a basic planning statement, see section 36(1)(a) and (b). If a particular policy is predominant in the plan or statement, describe it. If an amendment is involved, briefly describe the nature of the change. If only a part of the municipality or district is involved, include a map. Refer to the map in your statement of general intent.

(13) Signature and title.

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* If more than one amendment is involved:

(8) "the following amendments to By-law No. 250, being a Development Plan of the Town of Ajax and known as The Ajax Development Plan", or "the following amendments to By-law No. 350, being a Basic Planning Statement of the Town of Ajax and known as The Ajax Basic Planning Statement".

(9) Strike out the word "above". Insert in the blank: "following amendments".

(11) & (12) Delete this sentence In series, give the general intent of each amendment, and in each case a map if a particular property or area is involved.

SAMPLE NOTICE FOR DEVELOPMENT PLAN/B.P.S.

THE ROBLIN CARTWRIGHT PLANNING DISTRICT
UNDER THE PLANNING ACT

NOTICE OF PUBLIC MEETING
REGARDING
THE ROBLIN-CARTWRIGHT DEVELOPMENT PLAN

The Board of the Roblin-Cartwright Planning District, under the authority of The Planning Act, will hold a Public Information Meeting at the Municipal Office in Cartwright on Tuesday, October 14, 1986 at 7:00 p.m. at which time and place the Board will receive representations from any persons who wish to make them in respect of By-law No. 3-1986 being a Development Plan of the Roblin-Cartwright Planning District.

A copy of the above Development Plan and supporting material may be inspected between 9:00 a.m. and 5:00 p.m., Monday to Friday, at the Roblin-Cartwright Municipal Office in Cartwright. Copies may be made and extracts taken therefrom.

The general intent of the above Development Plan is:

(a) to provide a framework for development decisions by the R. M. of Roblin, the Village of Cartwright and the community as a whole;

(b) to provide for the protection of agricultural land and the orderly development of rural areas;

(c) to protect the natural character of Rock Lake for cottage and recreation development and the preservation of fish and wildlife habitat;

(d) to provide for orderly development in Cartwright which prevents conflicts between land uses and ensures an appropriate level of municipal services;

(e) to preserve the character of Unincorporated Village of Mather and prevent conflicts between land uses.

Bruce Leadbeater,
Secretary-Treasurer
Roblin-Cartwright Planning District

SAMPLE NOTICE FOR AMENDMENT TO DEVELOPMENT PLAN/B.P.S.

THE CITY OF PORTAGE LA PRAIRIE

UNDER THE PLANNING ACT

NOTICE OF PUBLIC MEETING

REGARDING BY-LAW NO. 6547

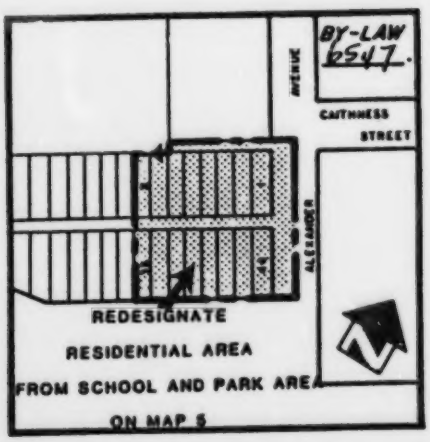
THE COUNCIL OF THE CITY OF PORTAGE LA PRAIRIE under the authority of The Planning Act will hold a PUBLIC MEETING at the COUNCIL CHAMBERS, in Portage la Prairie, Manitoba on September 10 at 7:00 p.m. at which time and place the Council will receive representations and objections from any persons who wish to make them in respect to By-Law No. 6547, being an amendment to The City of Portage la Prairie Development Plan By-Law No. 6129, as amended.

Copies of the above amendment and supporting material may be inspected by any person between 9:00 a.m. and 4:30 p.m., Monday to Friday, at CITY HALL, Portage la Prairie, Manitoba. Copies may be made and extracts taken therefrom.

BY-LAW NO. 6547, being an amendment to The City of Portage la Prairie Development Plan By-Law No. 6129, as amended.

Intent: To amend the Koko Platz - Mellenville Concept Plan by re-classifying an area on the west side of Alexander Avenue, south of the intersection of Alexander Avenue and Caithness Street, from "School and Park Area" to "Residential".

Area Affected: Lots 1 to 8 and Lots 37 to 44, in Block 9, Plan No. 407, Portage la Prairie Land Titles Office, as shown below.



Howard J. Roberts, C.M.A.
Assistant Secretary-Treasurer
City of Portage la Prairie

1

UNDER THE PLANNING ACT

NOTICE OF SECOND READING

of 1A

NOTICE is hereby given that on the _____ day of 2, A.D. 19__, the 3 of the 4 gave second reading to 5.

AND NOTICE is hereby given that a copy of the aforesaid 6 has been forwarded to the Minister of Municipal Affairs for 7.

Any person who made a representation at the public meeting held concerning the aforesaid 8 may, on or before the _____ day of 9 A.D. 19__, file an objection with the Minister of Municipal Affairs, Legislative Building, Winnipeg, Manitoba.

10

NOTICE OF SECOND READING FOR A DEVELOPMENT PLAN/BASIC PLANNING STATEMENT

(1) Name of municipality or Planning District.

(1A) "Development Plan" or "Basic Planning Statement".

(2) Date.

(3) Indicate whether board or council.

(4) Name of municipality or planning district.

(5) "By-law No. 250, being a Development Plan of the Town of Ajax and known as The Ajax Development Plan", or "By-law No. 350, being a Basic Planning Statement of the Town of Ajax and known as The Ajax Basic Planning Statement", or "By-law No. 450, being an amendment to The Ajax Development Plan", or "By-law No. 550, being an amendment to The Ajax Basic Planning Statement".

(6) "Development Plan", "Basic Planning Statement", or "amendment".

(7) "his approval", or "the approval of the Lieutenant-Governor-in-Council", whichever is appropriate.

(8) "Development Plan", "Basic Planning Statement", or "amendment".

(9) Last date for receipt of objections to the Minister must be at least 14 days after date of mailing of notice.

(10) Signature and title.

DISTRIBUTION:

By registered mail, to those who made representations at the public meeting. (See Section 30(2)).

REFERENCE:

Sections 30 and 37(4) of The Planning Act.

1

UNDER THE PLANNING ACT

NOTICE OF APPROVAL

of 1A

NOTICE is hereby given that the 2 has approved, and the 3 of 4 has given third reading to 5.

The aforesaid 6 is now in full force and effect, and may now be inspected at 7 between _____ a.m. and _____ p.m.

8

NOTICE OF APPROVAL OF

DEVELOPMENT PLAN/BASIC PLANNING STATEMENT

(1) Name of planning district or municipality.

(1A) "Development Plan", or "Basic Planning Statement".

(2) "Lieutenant-Governor in Council", or "Minister of Municipal Affairs", whichever is appropriate.

(3) Indicate whether Board or Council.

(4) Name of planning district or municipality.

(5) "By-law No. 250, being a Development Plan of the Town of Ajax and known as The Ajax Development Plan", or "By-law No. 350, being a Basic Planning Statement of the Town of Ajax and known as The Ajax Basic Planning Statement", or "By-law No. 450, being an amendment to The Ajax Development Plan", or "By-law No. 550, being an amendment to The Ajax Basic Planning Statement".

(6) Insert "Development Plan", "Basic Planning Statement", or "amendment".

(7) Address where public may inspect.

(8) Signature and Title.

DISTRIBUTION: Publish once in newspaper.

REFERENCE: The Planning Act, section 31 and 37(8).

SAMPLE STATUTORY DECLARATION (AFFIDAVIT) FOR DEVELOPMENT PLAN/BASIC PLANNING STATEMENT AMENDMENT (FORMS SD/1, SD/2, SD/3)

Following are three sample statutory declarations appropriate for the information and attachments which are necessary to be included with your submission for approval of a Development Plan or Basic Planning Statement.

These three sample forms SD/1, SD/2 and SD/3 deal with the following:

FORM SD/1
is an example where no person appeared at the public meeting and where no objections or representations were filed prior to the public meeting.

FORM SD/2
is an example where no objections were filed but representation was made at the public meeting.

FORM SD/3
is an example where objections and representations were involved.

All newspaper tear sheets, notices to be mailed, mailing lists, objections, minutes of meeting, notice of 2nd reading, etc. must be appropriately marked as EXHIBIT 1, 2, 3, etc. to correspond with the accompanying statement in the affidavit.

Your signature on the declaration must be witnessed by a Commissioner for Oaths or a Notary Public.

The statutory declaration along with the EXHIBITS (attachments as supporting evidence) is proof of compliance that the statutory requirements have been met, thus the more comprehensive this information is the better.

These documents will be of assistance to you when submitting your Development Plan/Basic Planning Statement for approval. If you have any questions please contact the Municipal Planning Office serving your area or our Winnipeg Office (see Manitoba Municipal Officials booklet).

STATUTORY DECLARATION - NO PERSON AT HEARING
- NO OBJECTIONS OR REPRESENTATIONS

Canada

Province of Manitoba } **IN THE MATTER OF** By-Law No. 6000, a By-law of the Rural Municipality of AJAX.

To Wit:

I, JOHN DOE, Secretary-Treasurer

of the Rural Municipality of AJAX

in the Province of Manitoba

do solemnly declare that:

1. Pursuant to Section 28(2) of The Planning Act, copies of the prepared Development Plan By-law No. 6000 and related material were made available for inspection by any person;

2. Notice of Public Meeting was prepared in accordance with Section 28(1) and was published in accordance with Section 28(3) of The Planning Act in the AJAX BUGLE on August 9, 1986 and August 16, 1986, a newspaper having circulation within the R.M. OF AJAX. Newspaper tear sheets of same are attached hereto and marked as EXHIBITS I and II;

3. In accordance with Section 28(3)(b) and (c) of The Planning Act, notice of public meeting as per EXHIBIT III was mailed on August 9, 1986 to the Minister, adjacent Municipalities and adjacent Districts as per the attached list marked EXHIBIT IV;

4. No representations, including verbal or written objections were filed respecting the Development Plan amendment By-law No. 6000, and

5. No person appeared at the Public Meeting held September 4th, 1986 at 2:00 p.m. to receive representations and objections.

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

DECLARED before me at the Town of AJAX
in the Province of Manitoba
this 11th day of September, A.D. 1986.

John Doe
Secretary-Treasurer

A Commissioner of Oaths
in and for the Province of Manitoba

My Commission expires

STATUTORY DECLARATION - REPRESENTATIONS MADE - BUT NO OBJECTIONS

Canada
Province of Manitoba
To Wit:

IN THE MATTER OF Development Plan Amendment By-Law No. 999 of the Town of AJAX

I, JOHN DOE, Secretary-Treasurer

of the Town of AJAX

In the Province of Manitoba

do solemnly declare that:

1. Pursuant to Section 28(2) of The Planning Act, copies of the prepared Development Plan By-law No. 999 and related material were made available for inspection by any person;

2. Notice of Public Meeting was prepared in accordance with Section 28(1) and was published in accordance with Section 28(3) of The Planning Act in the AJAX BUGLE on August 9, 1986 and August 16, 1986, a newspaper having circulation within the Town of AJAX. Newspaper tear sheets of same are attached hereto and marked as EXHIBITS I and II;

3. In accordance with Section 28(3)(b) and (c) of The Planning Act, notice of public meeting as per EXHIBIT III was mailed on August 9, 1986 to the Minister, adjacent municipalities and adjacent Districts as per the attached list marked EXHIBIT IV;

4. Representation for By-law No. 999 was received and is attached and marked as EXHIBIT V;

5. A copy of the minutes of the Public Meeting held on September 4, 1986 is attached and marked as EXHIBIT VI;

6. No verbal or written objections were received or presented, thus Council did give second reading to By-law No. 999 on the 4th day of Septmber, 1986 and no change to the By-law was made;

7. In accordance with Section 30(2) of The Planning Act, notice of second reading as per EXHIBIT VII was forwarded by registered mail on September 5th, 1986 to all those who made representation as per the attached list marked EXHIBIT VIII.

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

DECLARED before me at AJAX
in the Province of Manitoba
this 11th day of Sept., A.D. 1986.

John Doe
Secretary-Treasurer

A Commissioner for Oaths
in and for the Province of Manitoba

My Commission expires

STATUTORY DECLARATION - OBJECTIONS & REPRESENTATIONS

Canada
Province of Manitoba } IN THE MATTER OF Ajax Planning District Development Plan Amendment By-law xx/9/86
To Wit:

I, JOHN DOE - Secretary-Treasurer

of the Town of AJAX

In the Province of Manitoba

do solemnly declare that:

1. Pursuant to Section 28(2) of The Planning Act, copies of the prepared Development Plan By-law No. xx/9/86 and related material were made available for inspection by any person;
2. Notice of Public Meeting was prepared in accordance with Section 28(1) and was published in accordance with Section 28(3) of The Planning Act in the AJAX BUGLE on August 9, 1986 and August 16, 1986, a newspaper having circulation within the Town of AJAX. Newspaper tear sheets of same are attached hereto and marked as EXHIBITS I and II;
3. In accordance with section 28(3)(b) and (c) of The Planning Act, notice of public meeting as per EXHIBIT III was mailed on August 9, 1986 to the Minister, adjacent municipalities, adjacent Districts and municipalities within the AJAX Planning District as per the attached list marked EXHIBIT IV;
4. Representation for By-law No. xx/9/86 was received and is attached and marked as EXHIBIT V;
5. Objections to the by-law were received, together with a petition which are attached and marked as EXHIBIT VI;
6. A copy of the minutes of the Public Meeting held on September 4, 1986 is attached and marked as EXHIBIT VII;
7. The AJAX Planning District Board did give second reading to By-law #xx/9/86 on the 4th day of September, 1986 and no change to the By-law was made;
8. In accordance with Section 30(2) of The Planning Act, notice of second reading as per EXHIBIT VIII was forwarded by registered mail on September 5th, 1986 to all those who made representation/and or objection at the Public Meeting held on September 4, 1986, and
9. A list of persons notified by registered mail of notice of second reading is attached and marked as EXHIBIT IX.

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

DECLARED before me at AJAX
in the Province of Manitoba
this 11th day of Sept., A.D. 1986.

John Doe
Secretary-Treasurer

A Commissioner for Oaths
in and for the Province of Manitoba

My Commission expires